



NAVAJO AREA INDIAN HEALTH SERVICE



This position maybe filled as a Supervisor of the New Horizons Department thru anyone of the following disciplines, GS-185-, GS-180, GS-101 Amended to reflect – to solicit for additional applicants.

VACANCY ANNOUNCEMENT
CP-04-DH-040-B

OPENING DATE
02-14-2005

CLOSING DATE
Open until filled

POSITION
Supervisory Clinical Psychologist

LOCATION AND DUTY STATION
New Horizons Wellness
PHS Indian Hospital, Crownpoint NM

GRADE/SALARY
GS-180-12 - \$~~60,576~~ – \$78,745 per annum

NUMBER OF VACANCIES
One Vacancy

APPOINTMENT
(x) PERMANENT

WORK SCHEDULE
(x) FULL-TIME

SUPERVISORY/MANAGERIAL
(x) YES, MAY REQUIRE ONE YEAR PROBATION

HOUSING
(x) YES, GOVERNMENT HOUSING **MAYBE** AVAILABLE

TRAVEL AND MOVING
(X) MAYBE PAID FOR ELIGIBLE EMPLOYEES

DUTIES AND RESPONSIBILITIES: The position is located in the Crownpoint Healthcare Facility. The purpose of this position is to serve as the New Horizon Wellness Center Director. The incumbent redefines, formulates, revises and updates the policies and procedures as it relates to the vision, scope, goals and objectives of the four merged sections: Mental Health, Medical Social Services, Family Advocate and Substance Abuse. The incumbent exercises a high degree of judgment and leadership in coordinating services, independently plans, organizes, and carries out assignments during the course of patient care. Supervision must adhere to requirements of the practitioner's application licensing board. Periodic evaluation must be conducted at least once every twelve (12) service hours, or more frequently if indicated by the recipient's condition or applicable state/federal regulation. Incumbent is responsible for the integrated human service programs. Incumbent is responsible for both administrative direction for effective and efficient service delivery. Participates as a full time member of the mental health program team in formulating patient treatment plans and treatment recommendations; provides services to a wide range of patients. Provides crisis intervention services to patients in a hospital emergency room and/or ambulatory care department. Provides professional coverage of consultations to the inpatient and/or ambulatory unit. Provides clinical and programmatic consultation, information and educational services as requested to other IHS staff and community resources. Works closely with allied health professionals, and when appropriate, works with civil, tribal, state and federal agency personnel. Directs, provides and organizes in-service training/discussions and/or case staffing for department staff and other interested providers. Participates with tribal agencies, courts and community groups to facilitate the development of services and programs in the service unit community to meet identified needs. Provides consultation to professional and administrative staff within the service unit, contract care providers, and local resources in the areas of assessment and treatment planning for children and adolescents. Participates through a multi-disciplinary process in community teams that addresses services to children, adolescents and adults. Verifies the quality of treatment and related services are provided by the department's professional and technical staff, through participation in the department's ongoing quality assurance processes. Continually evaluates and develop areas of needed improvement in program operation. Provides guidance, advisement and counseling on administrative and work matters, taking into consideration the nature of and analyzing the complexity of the work assigned.

THIS POSITION IS LOCATED IN A SMOKE FREE ENVIRONMENT.



QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS

POSITIVE EDUCATION: **YES**

LICENSURE REQUIRED: **YES***

BASIC REQUIREMENTS: EXPERIENCE AND/OR EDUCATION REQUIREMENTS: **Degree:** major or equivalent in psychologist for all specializations except clinical psychology and counseling psychology. These two specializations have additional educational requirements, as stated below:

Clinical psychology– For positions as grades GS-11 and above, satisfactory completion of all the requirements for the doctoral degree (Ph.D. or equivalent) directly related to full professional work in clinical psychology is required.

Counseling psychology– For positions at grade GS-9 above, satisfactory completion of 2 full academic years of graduate study directly related to professional work in counseling psychology, or satisfactory completion in an accredited education institution of all the requirements for a master's degree directly related to counseling psychology is required.

In addition to meeting the Basic Requirements, applicant must have 52 weeks of specialized experience equivalent to least the GS-11 level to qualify for the GS-12 level.

Specialized Experience: Experience that equipped the applicant with the particular KSAs to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to a least the next lower grade level in the normal line of progression for the occupation in the organization. Examples of specialized experience would be director of programs for the following specialized areas Mental Health, Medical Social Services, Substance Abuse Program involving assessments, treatment, and inpatient and outpatient services for all sections; specific age care.

SELECTIVE PLACEMENT FACTOR: *Each PHS Clinical psychologist must possess and maintain a valid, current, unrestricted license or certification in a State.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed under the appropriate category below:

- ?? Ability to motivate, train and work effectively with subordinates who have a variety of background and training.
- ?? Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- ?? Ability to plan own work and carry out assignments effectively.
- ?? Ability to communicate with others effectively, both orally and in writing, in working out solutions to problems or questions relating to the work.
- ?? Ability to understand and further management goals as these affect day-to-day work operations.
- ?? Ability to develop improvements in or design new work methods and procedures.

CONDITIONS OF EMPLOYMENT: Immunizations Requirement – All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to component of a vaccine, have a history of reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or Area office position, which requires regular work at a Service Unit.

Legal and regulatory requirements: Candidates must meet qualification requirements by the date the certificate is issued.

NOTE: Refer to OPM Operating Manual Qualifications Standards Handbook or IHS Expected Service of Qualification Standards, series GS-0180 for complete information. Substitution of education for experience will be made in accordance standards. For more complete information, contact the Personnel Office. **IF YOU ARE SUBSTITUTING FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.**

WHO MAY APPLY: Applications will be accepted from **NON-STATUS APPLICANTS** (those individuals who are not are claiming Indian preference or who have never held a career or career-conditional appointment in the Federal service) and will be evaluated under competitive procedures.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

Applications will be also accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

THIS IS INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Excepted Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You **MUST** submit a copy of the RIF separation notice or a (CES) along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotional potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **MUST** be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet the the application criteria (e.g., submit all required documentation, etc.)
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactory perform the duties of the position without interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal Employee. You must submit a copy of the appropriate documentation such as RIF's separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career – conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or

4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF" or
 5. Retired under the discontinued retirement option; or
 6. Was because he/she declined a transfer of function or directed reassignment to another commuting area.
- B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodation and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letter of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principle basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following: See attached Supplemental Questionnaire for definitions.

1. Ability to provide professional standards of care in evaluation of patients.
2. Skill in Developing Interpersonal relationships.
3. Knowledge of a variety of Therapeutic Modalities.
4. Ability to administer and interpret psychological tests.
5. Ability to Plan, Organize, and Direct and evaluate the Program.

"Declaration for Federal Employment" (OF-306) and addendum must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application; you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit **one** of the following to the Crownpoint Indian Health Service, Personnel Management Branch, P.O. Box 358, Crownpoint, New Mexico 87313 by 4:30 p.m. on the closing date. For more information contact: Victoria J. Pablo, Human Resources Specialist, 505/786-6213.

1. OF-612, Optional Application for Federal Employment, OR
2. SF-171, Application for Federal Government, or
3. *Resume, OR
4. *Any other written application format; PLUS transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

INFORMATION REQUIRED FOR RESUME AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to

make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER THE #8 (HIGH SCHOOL), #9 (COLLEGE AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title, and Grade of the job or which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers
3. Social Security Number;
4. Country or Citizenship;
5. Veteran's Preference Certificate, DD-214, Indicating Discharge and/or SF-15, if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible.
6. Copy of latest SF-508, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held);
8. High school-Name, City, State (zip-code if known), and date of Diploma or GED.
9. Colleges and Universities-Name, City, State (zip code if known), majors, and type and year of degree received (if no degree show the total semester or quarter hours earned). Attach a copy of transcript.
10. Work experience (paid and nonpaid)-Job, title, duties and accomplishments, employer's name and address, supervisor's name (s) and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
13. Supplemental Questionnaire.
14. OF-306, Declaration of Federal Employment (original signature and date required).

VETERANS: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

REASONABLE ACCOMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

THIS OFFICE WILL NOT SOLICIT ADDITONAL INFORMATION: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered with the commissioned Corps by submitting a resume. Commissioned Corps applicants be evaluated by the Personnel Office against the applicable Preston Standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corp applicants may also be required to submit proof of Indian Preference and possession of the appropriate license.

INDIAN PREFERENCE: Preference in fill vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: If you are male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based on merit with no discrimination for non-merit reasons such as race, religion, color, gender, sexual orientation, national origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization. Promotion or appointments will not be based on personal relationship or other types of personal favoritism or patronage.

/s/Victoria J Pablo

02-11-2005

Personnel Clearance

Date

Each application form and document form must be individually identified by the vacancy announcement CP-04-DH-040-B. All original documents and completed application forms are to be duplicated by the applicant before submission, as WE DO NOT HONOR REQUEST FOR COPIES. COMPLETED APPLICATION FORMS AND ATTACHMENTS BECOME THE PROPERTY OF THE PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Supervisory Clinical Psychologist GS-180-12

1. **ABILITY TO PROVIDE PROFESSIONAL STANDARDS OF CARE IN EVALUATION OF PATIENTS.** The is the ability to provide professional standards of care in the evaluation of patients in a variety of settings (e.g., ER, Mental Health, schools), and in a variety of preventions (e.g., emergent vs nonemergent). What in your background would indicate that you possess this knowledge?

What was the duration of these activities? Who can verify this information? (Please provide a telephone number)

2. **SKILL IN DEVELOPING INTERPERSONAL RELATIONSHIPS.** This is the ability to develop interpersonal relationships with patients, staff and other professionals. This includes the ability to establish effective working relationships by exercising tact, diplomacy and mature judgment in meeting an dealing with a wide variety of individuals and groups. What in your background would indicate that you possess this skill?

What was the duration of these activities? Who can verify this information? (Please provide a telephone number)

3. **KNOWLEDGE OF VARIETY OF THEIR THERAPEUTIC MODALTIES.** This is the knowledge of Therapeutic modalities such as analytic, gestalt, object relations,, etc. and newer applications such as interpersonal, supportive, cognitive behavioral, short term dynamic therapy, hypnosis, biofeedback, etc. What in your background would indicate that you possess this knowledge?

What was the duration of these activities? Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO ADMINISTER AND INTERPRET PSYCHOLOGICAL TESTS.** This is the ability to administer, score, and interpret psychological tests. This includes ability to conduct tests which include but are not limited to intelligence, projective and diagnostic instruments, limited psycho-educational testing and personality inventories. What in your background shows you possess this ability?

What was the duration of these activities? Who can verify this information? (Please provide a telephone number)

5. **ABILITY TO PLAN, ORGANIZE AND DIRECT AND EVALUATE THE PROGRAM.** The person in this position must have the ability to clearly formulate a work plan that accomplishes both short and long term goals and objectives. This includes the ability to supervise a department which has a critical clinical mission.

What was the duration of these activities? Who can verify this information? (Please provide a telephone number)

CERTIFICATION

I, CERTIFY, that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature

Date